# Assam Secretariat Syllabus || Check Junior Administrative Assistant Exam Pattern @ sad.assam.gov.in

**Assam Secretariat Exam Pattern**

**Phase 1**

| SI.NO | Name of the Subjects | Marks |
|---|---|---|
| 1 | General English, General Knowledge, Quantitative Aptitude | 150 Marks |
| 2 | Knowledge of Computer (Theory) | 50 Marks |
| 3 | Language Skill Test in Assamese/ Bengali Bodo/ Alternative English | 50 Marks |
| **4** | **Total** | **250 Marks** |

**Phase 2**

| SI.NO | Name of the Test | Total Marks |
|---|---|---|
| 1 | Computer (Practical) Test | 50 Marks |
| 2 | Precise Writing | 50 Marks |

**Assam Secretariat Syllabus**

**General English**

1. Verb
2. Synonyms
3. Vocabulary
4. Subject-Verb Agreement
5. Error Correction

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6. Adverb
7. Comprehension
8. Articles
9. Tenses
10. Sentence Rearrangement
11. Grammar
12. Fill in the Blanks
13. Unseen Passages
14. Idioms & Phrases
15. Antonyms

**General Knowledge**

1. Current Affairs – National & International
2. Sports
3. Important Days
4. Important Financial & Economic News
5. Budget and Five Year Plans
6. Abbreviations
7. Awards and Honors
8. International & National Organizations
9. Books and Authors
10. Science – Inventions & Discoveries
11. Countries & Capitals

**Quantitative Aptitude**

1. Number System
2. Average
3. Simplification
4. Percentages
5. Decimal & Fractions
6. Problems on Ages
7. Profit and Loss
8. Time and Distance
9. HCF & LCM
10. Time and Work
11. Ratio and Proportions
12. Mixtures & Allegations
13. Simple & Compound Interest
14. Data Interpretation

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**Computer Knowledge**

1. MS Word
2. Windows
3. MS Office
4. MS PowerPoint
5. MS Excel
6. Computer Software & Hardware.

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